

## **“Navigator” Peer Mentoring Internship Compass Resource Center**

**To Apply:** Students must submit a resume and contact information for three professional references to Melissa at [melissa.geroux@osweg.edu](mailto:melissa.geroux@osweg.edu) by Monday, February 20, 2016 at 4pm for consideration. Qualified applicants will be asked to attend the group interview on Sunday, February 26 at 1-3pm at the Compass, 145 Marano Campus Center. You are encouraged to use the Resource Center in 145 Marano Center for help with your resume Monday-Friday, 10-4:30pm!

### **Prerequisites**

- Cumulative 2.5 GPA or above
- Must be willing to commit for the full 2016-2017 academic year
- Must possess a positive and welcoming attitude
- Note: Students in the School of Business must be junior standing in order to receive academic credit for an internship

### **Hours**

- Approximately 10 hours per week, which includes: 8 hours in resource center, 1 hour staff meeting and 1 flex hour outside of the resource center supporting events such as the career/graduate school fair and other events.

### **Details**

- Interns will need to secure a faculty sponsor and complete a learning agreement by Sept. 1
- Interns must enroll in academic credit through GST 498 or equivalent departmental course
- Upon successful completion, interns will earn 3 upper division credits each semester

### **Responsibilities**

- Greet and assist visitors to the Compass Resource Center
- Strive for excellent customer service in assisting all students
- Assist staff with programs, events, presentations and workshops
- Provide Resource Center coverage between 10AM - 4:30PM; M – F for 8hrs/week (hours dependent upon academic schedule and availability)
- Assist students with major and career exploration, resume and cover letters, job and graduate school searches, reference accounts, volunteering, service learning, and internship opportunities
- Assist staff with campus outreach initiatives such as tabling and intern recruitment
- Attend scheduled weekly hours in the Compass Resource Center
- Actively work with an assigned mentor throughout the academic year
- Participate in any ongoing training activities to stay current on resources
- Assist with technology management – Optimal Resume reviews, etc.
- Assist with clerical and office duties in the Resource Center
- Provide assistance to Compass departments as needed

### **Required Skills**

- Ability to work effectively in a team as well as individually
- Ability to build a rapport with students in a one-on-one setting
- Ability to provide constructive feedback and suggestions to peers
- Ability to articulate in a clear manner to students, alumni, and staff
- Ability to learn in a hands on environment

### **Training**

Once hired, interns will shadow current a Navigator staff members at the end of the spring semester for a realistic preview of what to expect. In addition, they are expected to return to campus a few days prior to the start of classes in the fall semester for an abbreviated training program. Additionally, Navigators will attend weekly staff meetings to remain current on Compass resources and events on Mondays at 8am.